

INSTRUCTIONS FOR OBTAINING A PERSONALIZED COLLEGIATE LICENSE PLATE

To convert a personalized plate to a personalized **collegiate** plate, enter the plate number in the 1st CHOICE block on the front of this form. If the personalized plate you already own does not meet the criteria listed in this form, it cannot be ordered as a personalized collegiate plate. (SEE NOT ALLOWED BELOW)

Individual requests for personalized plates received each month are compiled into an order, which the department sends to the factory on the first working day of each month. The plates are normally available within eight (8) to ten (10) weeks of the department's order date. You will be notified by mail when your plate is available with instruction as to what you must do to receive it.

NOT ALLOWED

1. **COMBINATIONS OF CHARACTERS THAT WILL CONFLICT WITH THE NUMBERING SYSTEM OF REGULAR COLLEGIATE PLATES. A NUMERIC FOLLOWED BY THREE ALPHA CHARACTERS WILL NOT BE ACCEPTED.**
2. **WORDS OR LETTER COMBINATIONS THAT EXCEED FOUR (4) CHARACTERS AND SPACES COMBINED.**
3. **WORD OR LETTER COMBINATIONS THAT ARE SUGGESTIVE, OFFENSIVE, OR NOT IN GOOD TASTE.**
4. **A DUPLICATE OF ANY LICENSE PLATE NUMBER.**
5. **THE USE OF SYMBOLS AND SIGNS, SUCH AS A PERIOD (.), PLUS SIGN (+), DASH (-), ETC.**

RESTRICTIONS

1. Issuance of personalized collegiate plates is restricted to passenger cars, ½ ton and ¾ ton pickups, and 1 ton trucks used for private transportation only.
2. Personalized collegiate plates may consist of not more than four (4) characters and spaces combined.
3. Requests for personalized collegiate plates must be on the form approved by the department.
4. Applicants may request three combinations in priority of 1st, 2nd, and 3rd, choice as listed on the front of this form. The first choice will be ordered, if available, if not, the second choice, then the third choice. If none of the choices are available, the fee and application will be returned to the applicant.
5. After a choice has been submitted and accepted by the department with the \$25.00 fee, there can be no change or refund of the personalized fee.

PERSONALIZED COLLEGIATE PLATE FEES

Fee to submit with order: Personalized plate fee of \$25.00

Fee when plate is available and applicant is submitting documents to obtain the plate:	College design use fee	\$25.00
	Administrative and handling fee	10.00
	Replacement fee	1.00
	Postage if picked up in person	.25
	Postage if the plate is mailed	1.25

Note : The plate being replaced must be current. If it is expired all documents for renewal are required and all annual fees are due.

Fees for annual renewal: Normal registration fee for the vehicle, which will be \$17.00, \$25.00, or \$30.00 or if a pickup \$21.00.

Personalized plate fee	\$25.00
College design use fee	25.00
Administrative and handling fee	10.00
Postage	.25
Validation decal fee	2.50